

Public School Employability Checklist

Employer: _____

Verification Code: _____

Licensed Educator	Classified Employee
Step 1: Consent Form https://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx <ul style="list-style-type: none"> Select Employer Reason for Fingerprinting <ul style="list-style-type: none"> Teacher (Transfer of Employment) Teacher (Licensure, Renewal, Lifetime) Teacher (Pre-Service) Fiscal Officer Complete the Form <ul style="list-style-type: none"> Print (or download to print later) 	Step 1: Consent Form https://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx <ul style="list-style-type: none"> Select Employer Reason for fingerprinting <ul style="list-style-type: none"> Employment (Classified) Employment (Substitute Teacher) Fiscal Officer Complete the Form Print (or download to print later)
Step 2: Background Check Payment (by individual) www.ar.gov/ADEbackground <ul style="list-style-type: none"> Select Employer Enter Verification Code Reason for Fingerprinting <ul style="list-style-type: none"> Teacher (Transfer of Employment) Teacher (Licensure, Renewal, Lifetime) Teacher (Pre-Service) Fiscal Officer * Complete the Payment Print Receipt 	Step 2: Background Check Payment (by individual) www.ar.gov/ADEbackground <ul style="list-style-type: none"> Select Employer Enter Verification Code Reason for fingerprinting <ul style="list-style-type: none"> Employment (Classified) Employment (Substitute Teacher) Fiscal Officer * Complete the Form Print Receipt
Step 3: Live Scan Location www.arkansased.gov <ul style="list-style-type: none"> Select "B" for Background Checks Select Live Scan Locations Under Related Files Present your Consent Form, Receipt, and Gov't Issued I.D. 	Step 3: Live Scan Location www.arkansased.gov <ul style="list-style-type: none"> Select "B" for Background Checks Select Live Scan Locations under Related Files Present your Consent Form, Receipt, and Gov't Issued I.D.

*Fiscal Officer - any licensed or nonlicensed employee of an educational entity who has any right, duty, or responsibility to access funds of an educational entity **in excess of \$5,000**. A.C.A. § 6-17-421.